

U.S. Department of State
INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. POST U.S. Embassy Ashgabat	2. AGENCY State	3a. POSITION NO. A71003
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3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK. ☐ Yes ☒ No

4. REASON FOR SUBMISSION

- ☐ a. Redescription of duties: This position replaces
Position No. _____, (Title) _____ (Series) _____ (Grade) _____
- ☐ b. New Position
- ☒ c. Other (explain) to confirm accuracy of the position description before advertisement

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority MGT/HR	Administrative Clerk (PAS) , FSN-0105	06	BJM	12/06/2010
b. Other				
c. Proposed by Initiating Office				

6. POST TITLE POSITION (if different from official title) Administrative Clerk (Public Affairs Section)	7. NAME OF EMPLOYEE
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8. OFFICE/SECTION Public Affairs Section	a. First Subdivision
b. Second Subdivision	c. Third Subdivision

9. This is a complete and accurate description of the duties and responsibilities of my position. <div style="display: flex; justify-content: space-between;"><div>_____ Typed Name and Signature of Employee</div><div>_____ Date(mm-dd-yy)</div></div>	10. This is a complete and accurate description of the duties and responsibilities of this position. <div style="display: flex; justify-content: space-between;"><div>_____ Typed Name and Signature of Supervisor</div><div><u>02/17/2012</u> Date(mm-dd-yy)</div></div>
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11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position. <div style="display: flex; justify-content: space-between;"><div>_____ Typed Name and Signature of Section Chief or Agency Head</div><div><u>02/17/2012</u> Date(mm-dd-yy)</div></div>	12. I have satisfied myself that this is an accurate description of the position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards. <div style="display: flex; justify-content: space-between;"><div>_____ Typed Name and Signature of Admin or Human Resources Officer</div><div><u>02/17/2012</u> Date(mm-dd-yy)</div></div>
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13. BASIC FUNCTION OF POSITION

The purpose of this position is to manage a twelve-person office responsible for executing U.S. government Public Diplomacy (PD) goals and projects by providing day-to-day administrative support for PD programs and projects, including all exchange and English teaching programs, tracking the PD budget, and event planning. Serves as the main point of contact to other embassy sections and PD visitors.

14. MAJOR DUTIES AND RESPONSIBILITIES

See attached

14. MAJOR DUTIES AND RESPONSIBILITIES

% OF TIME

1. Supports VIP and PD section visits, visitors, and projects. Makes travel arrangements for the PD staff and all official PD visitors. Arranges all visit logistics (cell phones, apartment rentals, registration with management section, scheduling in-briefs with Embassy offices, etc.). Drafts requests for letters of invitation, visa extensions, and expeditor requests. Is responsible for the planning and implementation of all visitor logistics, including the coordination of requests for hotel reservations, ticket and travel arrangements, and transportation requests with appropriate Embassy management personnel. Maintains up-to-date visitor schedules and logistics support coordination for official visitors. 30%
2. Serves as a primary point of contact for PD requests for Consular, RSO, Motorpool, GSO, and Management services. Assesses office administrative needs to ensure the efficient operation of PD projects. Conducts research and prepares procurement requests for supplies and services. Prepares visa referrals for all program and grant project participants. Provides general administrative and logistical support for the PD section as a whole, including assisting in the preparation of grant and program paperwork, gathering and distribution of daily news, organizing events and programs, and coordinating PD-designated motor pool vehicles. Maintains task tracking file. 25%
3. Maintains PD contacts and filing systems. Inputs new contacts, provided by self or other PD staff and updates existing PD contacts in Goldmine database; updates PD filing systems: both print and electronic (PD shared); updates PD calendars, PD dipnotes tracking database. Determines the need for new files. Files and manages incoming and outgoing correspondence and diplomatic notes in the appropriate location. Arranges meetings with outside entities, such as the UN, other embassies, host government officials, etc. Creates and maintains guest lists, prints invitations, and ensures timely delivery for PD events. 20%
4. Types letters, memoranda, program materials, diplomatic notes, and other documents in English or Russian/Turkmen as required by the staff and reviews for accuracy, completeness and for adherence to correct format, grammar and punctuation. Translates incoming correspondence from Russian and Turkmen to English and outgoing correspondence from English to Russian and Turkmen. Serves as PD sections primary Russian language translator. Receives calls tactfully determining the nature of the callers' business and directs calls to the proper staff member. Receives and distributes all incoming cables, letters, faxes and other correspondence. Sends faxes and prepares outgoing correspondence for dispatch. - 15%
5. Assists PAO, IO, and CAO on other projects as assigned. - 10%

QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

a. Education:

Completion of secondary school education. Office management training and/or finance background is preferred.

b. Prior Work Experience:

One to two years of progressively responsible experience in office management/administrative work.

c. Post Entry Training:

Available and applicable USG-sponsored courses at FSI, RSC Frankfurt or other sites. American officers will provide OJT regarding public diplomacy regulations, post priorities, and programs as appropriate.

d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read):

Fluent (IV) written and spoken English, fluent (IV) Russian and Turkmen is required.

e. Job Knowledge:

Good knowledge of basic office management skills required; must also attain proficiency in relevant areas related to budget, accounting, communication, and records management. Familiarity with Turkmenistan's and the United States' social and educational structures, institutions, and cultures.

f. Skills, and Abilities:

Writing skills are required to draft and translate documents in English and Russian; ability to work with multiple tasks and to independently follow-up with self and others on a variety of administrative details and paperwork. Must know filing systems, word processing, spreadsheets, and presentation programs such as Microsoft Word, Excel, PowerPoint and possess database work skills. Proficiency with desktop publishing and basic graphic design. Typing 35 wpm.

16. POSITION ELEMENTS

- a. Supervision Received:**
Reports directly to the Public Affairs Officer.
- b. Supervision Exercised:**
None
- c. Available Guidelines:**
Agency handbook, correspondence and administrative manuals, supervisor's oral and written instructions, Embassy Administrative notices.
- d. Exercise of Judgment:**
The incumbent must exercise independent judgment in maintaining day-to-day contacts with other Embassy sections, vendors, and public diplomacy contacts both inside and outside of the government. She/he has no authority without approval from the CAO and PAO.
- e. Authority to Make Commitments:**
None
- f. Nature, Level, and Purpose of Contacts:**
Working-level both inside and outside the embassy, international community, private businesses, and the government of Turkmenistan. With respect to government counterparts, makes appointments, confirms schedules, and exchanges routine information. Serves as informal interpreter.
- g. Time Expected to Reach Full Performance Level:**
Six months.